



OKLAHOMA NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
3501 MILITARY CIRCLE  
OKLAHOMA CITY OK 73111-4398  
(405) 228-5000 OR DSN 628-5000

POLICY MEMORANDUM  
NUMBER 09-18

1 April 2009

ALTERNATE WORK SCHEDULE

1. REFERENCES:

- a. § 6103(b)(2), Title 5, United States Code and Executive Order 11582.
- b. AR 600-8-10, Leaves and Passes, 15 February 2006.
- c. AFI 36 - 3003, Military Leave Program, 20 October 2005.
- d. Title 32 USC § 709, The Federal Technician Act.
- e. Article 18III Constitution, State of Oklahoma National Guard.
- f. § 3-5 Title 61, Oklahoma Statutes.
- g. NGR 600-5, The Active Guard/Reserve (AGR) Program Title 32, Full-Time National Guard Duty (FTNGD), 20 February 1990.
- h. OMD TPR 100, Technician Management Procedures, August 1996.
- i. Memorandum of Agreement by and between The Adjutant General and the Association of Civilian Technicians Local Chapter 127, December 2001.
- j. Department of Defense Instruction 1327.6, Leave and Liberty Procedures.
- k. ALARACT Message 241/2006, Policy Change on the Use of Leave in Conjunction with a Special Pass, 22 December 2006.

2. PURPOSE: To establish policy and procedures for the implementation and management of an alternate work schedule for the Oklahoma Army National Guard (OKARNG), selected Oklahoma Air National Guard (OKANG) full-time support personnel and certain State Employees for the Oklahoma National Guard (OKNG).

3. APPLICABILITY: The provisions of this policy will be effective 1 April 2009 and will apply to all OKNG Federal Technicians, Active Guard Reserve (AGR) personnel and State Employees, with the following exceptions:

POLICY MEMORANDUM NUMBER 09-18 (CONT'D)

a. This policy does NOT apply to personnel assigned to and employed with the Army Aviation Support Facilities (AASFs) in Lexington and Tulsa.

b. This policy does NOT apply to State Employees working within the Youth Program Division, law enforcement and firefighter positions.

c. This policy does NOT apply to Federal Technicians or AGR assigned to the OKANG Executive Support Staff Office (ESSO) at the Joint Force Headquarters (JFHQ), nor the air wings in Oklahoma City and Tulsa.

d. This policy does NOT apply to personnel performing full-time military duty under Active Duty Special Work (ADSW), AGR Mobilization Augmentation Program, Active Duty for Training (ADT) or Annual Training (AT). Those personnel will perform work in accordance with published orders.

e. This policy does NOT apply to Bargaining Units composed of Federal Technicians of the OKARNG assigned to the following units, with the exception of management officials, supervisors, confidential employees and any employee excluded from union representation by law:

- (1) Field Maintenance Shop - 1 (Oklahoma City)
- (2) Field Maintenance Shop - 7 (Lexington)
- (3) Field Maintenance Shop - 8A (Weatherford)
- (4) Combined Surface Maintenance Shop (Norman)
- (5) Unit Training Equipment Site (Camp Gruber)

f. This policy does NOT apply to AGR Soldiers during separation procedures (retirement, resignation, etc.). The policies and procedures outlined in AR 600-8-10, Leaves and Passes and guidance from the Oklahoma National Guard AGR Office (OKHR-AGR) will be adhered to for Soldiers separating from the AGR program.

4. RESPONSIBILITIES:

a. The Human Resource Office (OKHRO) will be responsible for the implementation and management of this policy for all Technicians and AGR, both Army and Air National Guard as applicable.

b. The State Resource Manager (OKSRM) will be responsible for the implementation and management of this policy for all State Employees.



POLICY MEMORANDUM NUMBER 09-18 (CONT'D)

c. Commanders/MSC Administrative Officers/Directors at all levels will ensure the dissemination and execution of this policy.

5. PROCEDURES:

a. The Alternate Work Schedule (AWS) is a compressed work schedule. This means the Commanders/Major Subordinate Command (MSC) Administrative Officers/Directorates are not authorized to deviate from established duty days and hours set forth in this policy without prior written approval from the Director, Joint Staff. Duty hours defined below include a 30 minute lunch break.

b. Employees applicable to this policy may choose one of the following schedules, which is subject to supervisory approval and applicable to Federal and State regulations and policy. Zero days will be referred to as the employee's Regular Day Off (RDO).

(1) Basic Work Week: Defined as a standard 5 x 8 duty schedule, 0730 to 1600.

M	T	W	TH	F	M	T	W	TH	F	
8	8	8	8	8	8	8	8	8	8	= 80 HOURS

(2) Alternate Work Schedule: Defined as 4 x 10 duty schedule, duty day to begin at either 0630, 0700 or 0730 and Monday RDO.

M	T	W	TH	F	M	T	W	TH	F	
0	10	10	10	10	0	10	10	10	10	= 80 HOURS

c. Individual physical fitness programs are approved for one hour, three times a week, normally conducted during either the first or last hour of duty.

d. In an effort to maintain good order and to ensure continuity of work, Commanders/MSC Administrative Officers/Directorates must ensure all offices, branches, armories, shops, etc. are covered five days per week, with the exception of single-personnel armories. To accomplish this each Commander/MSC Administrative Officer will provide to the J3 a telephone roster for their designated point of contact (POC) who is covering the RDO. At the JFHQ, each J-staff Directorate and the Command Group will establish a duty roster for officers and senior non-commissioned officers who will cover their directorate during the RDO. This duty roster will be provided to the J3 for his management of personnel in the Joint Operations Center (JOC). J-staff personnel covering the RDO will physically locate themselves in the

JOC for that duty day. The main JFHQ switchboard and Remote Access Personnel Identification System (RAPIDS) site will remain open at all times.

e. All established and approved work schedules identifying personnel by name will be posted to the unit/section/activity bulletin board; an electronic copy of which will be provided to the J3, State Resource Manager and the OKHRO.

f. Written requests for exceptions to this policy will be forwarded through the OKHRO or OKSRM to the Director, Joint Staff for approval. The Director, Joint Staff retains final approval authority.

g. Federal Technicians who are required by mission to work on their RDO are entitled to compensatory time. Supervisors should complete an NGB Form 46-14 in advance to authorize the technician to earn compensatory time. AGR personnel are NOT entitled to compensatory time off; however, supervisors are encouraged to use the provisions outlined in AR 600-8-10 for "pass" authorization when applicable. Compensatory time for State Employees must be approved in advance and will be approved by the first level supervisor using the appropriate timesheet.

h. Under the executive order referenced in paragraph 1a of this policy defining "In Lieu of Holidays; Determining Holidays Under Alternate Work Schedules" the following guidance will be utilized in order to prevent an "adverse agency impact". Should the holiday fall on a Monday zero day (RDO) then the "in lieu of holiday" becomes the first regularly scheduled duty day following the holiday. For example personnel are scheduled to work Tuesday through Friday, Monday being the holiday and zero day (RDO), then the in lieu of holiday will be Tuesday. Zero day (RDO) will be considered a duty day and can not be changed without following provisions specified within this policy.

i. Holidays for State Employees are based on an 8-hour workday as stated in Merit Rule 530:10-15-43(c). If a State employee is working the 4 x 10 Alternate Work Schedule they must account for the two hour difference for holidays by using the following options: work additional hours during the same workweek, charge to accumulated annual leave, charge to accumulated compensatory leave or record as leave without pay under Merit rule 530:10-15-47.

j. AGR Soldiers may take leave in conjunction with normal RDO (officially a 3-day Special Pass) as well as "In Lieu of Holiday" RDO (officially a 4-day Special Pass); however, both leave and pass must

POLICY MEMORANDUM NUMBER 09-18 (CONT'D)

begin and terminate at Soldier's permanent duty station (PDS) or location from which they normally commute to duty (Local Residence Area). If the Soldier wishes to leave the PDS/Local Residence Area during the special pass period and not return prior to the beginning of the leave period, then the entire leave and pass period will be charged as leave.

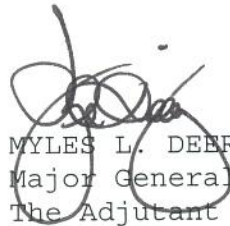
k. Commanders and/or supervisors of AGR Soldiers may further restrict leaves and passes as necessary to meet unit/organizational readiness requirements.

6. Procedural instructions for the completion of time and attendance forms, leave forms, etc., are found in the references listed in paragraph 1 of this policy.

7. This policy memorandum supersedes Policy Memorandum 07-11, dated 1 March 2007.

8. Point of contact for this policy is COL Kenneth W. Calhoun, Director, Human Resources at 405-228-5249.

FOR THE COMMANDER IN CHIEF:



MYLES L. DEERING  
Major General, OKARNG  
The Adjutant General

DISTRIBUTION:  
AAF